

## SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. UCP Engineering School, Berhampur requires the services of reputed, well established and financially sound Manpower Service Providers to provide services of Data Entry Operator, Laboratory Attendants, Gardener, Lady matron for Hostel, Sweepers, Watchmen (Male/Female), Library Attendant through service provider basis for day to day official work.
2. The contract for providing the aforesaid manpower is likely to commence from and would continue till one year from the date of sign of this contract. The period of the contract may be further extended beyond the stipulated date provided the requirement of the UCP Engineering School, Berhampur for manpower persists at that time or may be curtailed/ terminated before fowing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or because of change in the UCP Engineering School, Berhampur requirements. The UCP Engineering School, Berhampur, however, reserves the right to terminate this initial contract at any time after giving one month notice to the selected Service Provider.
3. UCP Engineering School, Berhampur has tentative requirement of the followings service. The requirements may increase/decrease in any/all the categories.

Sl.No	Requirement of manpower	Quantity	Remarks
1	Date Entry Operator	1 No.	Male/Female
2	Watchmen	10Nos.	Male/Female
3	Sweeper	1 No.	Male
4	Lab/Library Attendant	2 No.	Male
5	Lady Matron for ladies hostel	1 No.	Female
6	Gardener	1 No.	Male

4. The estimated cost of the contract is Rs 22 Lakhs approx. per annum.
5. The interested Manpower Service Providers may submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.20,000/-(Rupees Twenty Thousand Only). and other requisite other documents by 20/06/2025 (date) up to 05:00 PM at UCP Engineering School, Berhampur.
6. The various crucial dates relating to "Tender for Providing Manpower Services to the Principal, UCP Engineering School, Berhampur" are cited as under.
  - (a) Period of issue of Tender Document : from 17.05.2025 to 18.06.2025(-5.00 PM)
  - (b) Date and time for submission of Tender Document : 20.06.2025 up to 05:00PM  
Date and time for opening of
    - i. Technical Bid : 24.06.2025 at 11:00AM
    - ii. Financial Bids for eligible tenders and selection : 26.06.2025 at 11:00 AM
  - (c) Likely Date for commencement of deployment of required manpower : 01.07.2025

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7. The tender has been invited under two bid system Le. Technical Bid and Financial Bid. The Interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for Providing Manpower Servicers to U CP Engineering School, Berhampur" and "Financial Bid for Providing Manpower Services to U.CP Engineering School, Berhampur." Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for Providing Manpower Services to U CP Engineering School, Berhampur**"

8. The Earnest Money Deposit (EMD) of Rs.20,000-(Rupees Twenty thousand only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft drawn in favour of **Principal, UCP Engineering School, Berhampur in any nationalized bank** failing which the tender shall be rejected summarily,

9. The successful tenderer will have to deposit a Performance Security Deposit of Rs. 30,000/-(Rupees Thirty Thousand only) in the form of Demand Draft from any Nationalized Bank drawn in favour of Principal, UCP Engineering School, Berhampur covering the period of contract The tendering Manpower Service providers are required to enclose photocopies of the following documents (self attested), along with the Technical Bid, falling which their bids shall be summarily/out rightly rejected and will not be considered any further:

- a) Registration certificate of the applicant organization;
- b) Copy of PAN/GST registration Certificate;
- c) Copy of the IT return filed for the last three financial years;
- d) Copies of EPF and ESI certificates;
- e) Certified extracts of the Bank Account containing transactions during last three years,
- f) Home Department license for providing watchman
- g) Proof of Local office location in Berhampur Urban Corporation Limit (Latest land line bill/Electricity Bill or Rent Agreement or Establishment registration certificate)
- h) Copy of providing manpower to Government Technical Institution in Odisha and other organizations.
- i) Chartered Accountant Audited statement of Last three financial year

10. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

11. All entries in the tender form should be legible and filled clearly, If the space for furnishing information is Insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.

12. The Technical bids shall be opened on the scheduled date and time, in the conference hall of **UCP Engineering School, Berhampur**, In the presence of the representatives of the Manpower Service Providers, If any, who wish to be present on the spot at that time. 13. The Financial aid of only those tenderers will be opened whose Technical bids are found in order. The Financial bids shall be opened at the scheduled date and time in the conference hall of **UCP Engineering School, Berhampur**, in the presence of the representatives of the Manpower Service Providers, If any, who wish to be present on the spot at that time.

14. The Competent Authority i.e Principal, UCP Engineering School, Berhampur reserves the right to accept or reject all bids without assigning any reason.

## TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER

### SERVICE PROVIDER

1. The tendering manpower service provider should fulfil the following technical specifications and Submit self attested documents for scrutiny.

(a) The registered office or one of the branch offices of the manpower service provider should be located within the jurisdiction of the user Department/Office. Besides, if the Department/Head of Department/Controlling Officer are procuring manpower for deployment in their Field Office(s), then the manpower service provider should provide the name, designation and contact number of the person to liaison with the said Field Office(s). Office location will be verified by one officer from institution.

(b) They should be registered with the appropriate registration authority:

(c) They should have at least two/three years' experience in providing manpower to Government Departments, Public Companies/ Banks, etc;

(d) They should have their own Bank Account; in the name of firm.

(e) They should be registered with Income Tax and GST Departments;

(f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

(g) They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing manpower services.

(h) Minimum turn-over requirement. (To be assessed by the Department/Office keeping in view the present contract)

(i) Execution of contracts of similar type (minimum value to be prescribed) during preceding 3 years of value equal or more than 60% of the estimated cost of the present contract.

(j) The firm should have a copy of valid labour licence.

(k) All other documents as per point 9 of General Instruction.





## TECHNICAL REQUIREMENTS FOR MANPOWER TO BE DEPLOYED

BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN U. C.P Engineering School,  
Berhampur

### Requirement of Manpower:

- She/he should be above 18 years of age and not exceeding 50 years.
- For lady matron, the age criteria is between 35 years to 45 years.
- The Minimum Educational Qualification for the different requirement is given below.

SL. No.	Requirement of manpower	Minimum qualification
1	Date Entry Operator	Diploma/Graduate, with Computer Knowledge
2	Watchman	Under Matric
3	Sweeper	Literate
4	Library/Laboratory Attendant	Matriculate with basic knowledge in related trade
5	Gardener	Literate with sound skill of gardening
6	Lady Matron	Graduate

3. The Data Entry Operator should have a speed of 4000 characters per minute in English and should be well conversant with computers and essentially well trained in MS Office, internet and LAN function.

4. The Watchman/Gardener/Laboratory Attendants/Sweepers/Library

Attendant/Matron should be a hard worker to serve in U C P Engineering School, Berhampur.

5. Scope of work for Matron:

- The lady matron will ensure safety, security and wellness of the boarders (Girls) in the hostel.
- She will stay inside hostel and take care of the boarders.
- She will ensure cleanliness of the dormitory, toilets, bathroom and surroundings with active participation of the girls and attendant on duty.
- She will check the entry of any men or unauthorized person in the hostel.
- She will liaison between ailing girls and near by health care center, if need be inform it to the Hostel Authority for any action.



- f) She will see that all boarders go to classes and other activities in time.
- g) She will periodically check the furniture, cots, light points, water points, bathing spots, kitchen rooms, damaged electrical wirings/ fitting of the hostel and kitchen, water supply system for safety and security of the boarders.
- h) She will keenly observe if any girl student is upset emotionally or subjected to depression and bring it to the notice of the Hostel Authority/Principal.
- i) Any other work mainly relating to the hostel as assigned by the Principal, without hampering the safety and security of the boarders.

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**APPLICATION – TECHNICAL BID**  
**For Providing Manpower Service to U.C.P. Engineering School, Berhampur.**

1. Name of Tendering Manpower Service Provider:
2. Details of Earnest money deposit: DD No. \_\_\_\_\_ Date \_\_\_\_\_ of ₹ \_\_\_\_\_ drawn on Bank \_\_\_\_\_
3. Name of Proprietor/Partner/Director:  
\_\_\_\_\_  
\_\_\_\_\_
4. Full address of Registered Office:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_  
FAX No. \_\_\_\_\_  
E-mail address \_\_\_\_\_
5. Full address of operating/Branch at Berhampur.
6. Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_  
E-mail address \_\_\_\_\_
7. Name & Telephone No. of authorized Officer/  
Person to liaise with Field Office(s).
8. Banker of the Manpower service provider  
(Attach certificate copy of statement of A/c for the  
Last three years)
9. PAN/GST No. (Attach attested copy):
10. EPF Registration No. (Attach attested copy)
11. E.S.I Registration No. (Attach attested copy)
12. Financial turnover of the tendering manpower service provider for the last 3 financial years.

Financial year	Amount (₹ in Lacks)	Remarks, if any

Additional information, if any:  
(Attach separate sheet if space provided is insufficient)

13. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format.  
(If the space provided is insufficient a separate sheet may be attached.)

Sl.No.	Name of client, address, telephone & FAX No.	Manpower services provided		Amount of contract (₹ in lacs)	Duration of contract	
		Type of Manpower provided	No.		From	To

14. Additional information, if any (attach separate sheet, if required)

Date: \_\_\_\_\_ Signature of authorized person  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Seal: \_\_\_\_\_

DECLARATION

1. I \_\_\_\_\_ (Son/Daughter/Wife of \_\_\_\_\_)

Shri \_\_\_\_\_ Proprietor/Director/authorized signatory of the service provider, mentioned above, am competent to sign this declaration and execute this tender documents.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fees furnishing of any false information/fabricated documents would lead to rejection of my tender at any state besides liabilities towards prosecution under appropriate law.

Date: \_\_\_\_\_ Signature of authorized person.  
Place: \_\_\_\_\_ Full Name: \_\_\_\_\_  
Seal: \_\_\_\_\_



**APPLICATION-FINANCIAL BID**

**For providing Manpower Assistance to U C P Engineering School, Berhampur**

**1. Name of tendering Manpower service Provider:**

**2. Rate per person per month (8 hours per day)/terms and condition for matron inclusive of all statutory liabilities taxes, levies, cess etc:**

Sl No.	Manpower type	Monthly Rate per person						
		*Take home remuneration	EPF	ESI	Other statutory dues if any	Service charges	GST	Total per person
1	Date Entry Operator							
2	Watchman							
3	Sweeper							
4	Laboratory Attendant /Library Attendant							
5	Metron							
6	Gardener							

N.B. :- Minimum take home remuneration should not be less than the minimum daily wage of respective category for Sl No. 2,3,4, & 6 as per latest Govt. notification and as per financial dept order no.19595/F dated 11.07.23. Rate of service charge in outsourcing of services shall be minimum 3.8%(3% profit plus transaction charge) and should not exceed 7% in any case.

**Date:**

**Signature of authorized person**

**Place:**

**[full name]**

**Seal**

1. The total rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering in to the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of No. of working days for which duty has been performed by each manpower.

